



AmeriCorps Cape Cod

Advisory Board Meeting Minutes

I. Call to Order

- a. Ms. Hutchinson called to order the meeting of the AmeriCorps Cape Cod Advisory Board at 9:06 am on Friday, January 22, 2021 held virtually via Microsoft Teams.

II. Attendance

- a. Members present: Brian Sharp, Jessica Whritenour, Nancy Church, Lauren McKean, Heather McElroy, Rachel Hutchinson, Steve McKenna, Timothy Famulare, Ryan Burch,
- b. Members Absent: Steve McKenna, Nina Coleman, Michael Lach, Shelia Lyons, John Ohman

III. Public Comment- N/A

IV. Approval of Minutes

- a. July 10th, 2020
 - i. Mr. Famulare moved to approve the minutes. Mr. Sharp seconded the motion.
- b. September 11th, 2020
 - i. Mr. Famulare moved to approve the minutes. Ms. Sharp seconded the motion.
 - ii. Ms. McElroy sustained because she was not present at the September meeting.

V. General Business

VI. Staff Updates

- a. Phil Burt- Director update
 - i. Mr. Burt shared that Ms. Baier stepped down from her role as Program Coordinator at the end of November. Since then, Ms. Baier trained Ms. Ballinger to take over the Coordinator role and finish the AmeriCorps grant for the upcoming 3 year grant cycle.
 - ii. Phoebe Plank was hired as the Program Specialist.



- iii. Mr. Burt shared that Shelia Lyons would be taking over as the representing county commissioner on the board.
- b. Meredith Ballinger-Program Coordinator Update
 - i. Ms. Ballinger shared the grant for the upcoming 3-year cycle was turned in January 6th. AmeriCorps Cape Cod is currently waiting to hear if the grant was approved. We will know more at the end of May
 - ii. Ms. Ballinger shared that the Massachusetts Service Alliance Programmatic and Fiscal Site visit will be taking place this March/ April in a virtual format
 - iii. Ms. Ballinger shared that CNCS rebranded to just “AmeriCorps” or “AmeriCorps the Agency” to bring consistency across all the programs. Mr. Famulare suggested moving “Cape Cod” to under the logo- AmeriCorps Cape Cod will need to change our logo to adhere to “AmeriCorps” branding guidelines utilizing the new “A”.
- c. Meredith Ballinger- Program Specialist Update:
 - i. Ms. Ballinger shared we are excited to welcome Phoebe Plank back on board with AmeriCorps. Ms. Plank’s first day will be the first week of February. As a result, the Release for Proposal for Individual Placements will be pushed back to the end of February or March.
 - ii. Members are currently serving from home for individual placements until further notice due to the recent spike in COVID cases following the holidays.
 - iii. The Mid-year retreat will be held in a virtual format this year and will consist of virtual teambuilding activities, a virtual career panel with ACC Service Partners and a virtual resume workshop.

VII. Board Member Updates

- a. Ms. Hutchinson proposed switching times around for Advisory Board Meetings. Mr. Platt suggested a doodle poll be sent out to find out what times work best for everyone.

VIII. Upcoming Meetings

- a. The date for the upcoming meeting will be announced later in the year when the new Program Specialist has had more time to settle into her role and create a timeline for the Individual Placement Selection Process. The next meeting will be centered around Individual Placement Feedback.

IX. Adjournment



- a. Ms. McElroy motioned to adjourn the meeting at 9:57 am. Mr. Burch seconded the motion.